

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (200 character maximum)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

The Senior Procurement Officer position is essential to the Ministry's procurement and contracting function and is significant in providing guidance and expertise required to deliver a diverse portfolio of goods and services. Reporting to the Procurement Manager, the Senior Procurement Officer is recognized as a knowledgeable advisor with expertise in managing risk related to procurement and facilitating the procurement process. By gaining an understanding of the needs of the program area, this position defines roles and responsibilities of the project team, establishes timelines, develops the solicitation documents; obtains approvals; and evaluates and manages contract award. This role drives consistency and accountability across all divisions, supports ethical behaviour, ensures integrity of the process, and promotes the objective to obtain best value for money.

Operating within the Government of Alberta Procurement Accountability Framework; the Senior Procurement Officer ensures compliance with applicable trade agreements, legislation, regulations, policies, guidelines and procedures. This position is responsible for applying the Delegation of Authority to the approval process and ensuring the project scope, time, cost and quality are accurately reflected for decision-making and record purposes. The Senior Procurement Officer provides equitable opportunities to the vendor community in a fair, open, and transparent manner using the Alberta Purchasing Connection (APC) website and is knowledgeable managing various RFX processes including:

- Request for Proposals (RFP),
- Request for Quotes (RFQ);
- Pre-Qualification Request (PQR);
- Request for Comments (RFC); and
- Request for Information (RFI).

This position provides leadership, guidance, and support in decision-making; it contributes effectively within a team environment and has minimal oversight. Management is consulted on matters that may have significant impact on the project. The Senior Procurement Officer builds and maintains effective relationships with stakeholders; facilitates best practices; applies the latest standards; and takes a forward-looking, innovative, approach to optimize the development and enhancement of operational procedures and policies. As the single point of contact during the solicitation process, this position monitors questions from the vendor community, consults with project team members, considers legal implications, and responds appropriately. The Senior Procurement Officer also assumes a role within the supply chain function in 1GX that requires contract workspaces to be created and amended upon execution of contracts/amendments, to facilitate the administration of contracts. Accurate documentation is fundamental to enable contracts to be managed appropriately throughout administration to completion.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1) Goods and services required for the delivery of Ministry programs are effectively and efficiently procured in compliance with trade agreements, applicable legislation, regulations, policies and procedures.

Responsibilities:

- Ensure assigned procurement projects are carried out in compliance with applicable trade agreements, legislation, regulations, policies, procedures, and approved procurement approaches.
- Ensure procurement activities are conducted in a fair, open, transparent, and equitable manner throughout the procurement lifecycle.

- Support the procurement program by contributing to the effective use and continuous improvement of procurement policies, systems, processes, procedures, and documentation to meet the Ministry business needs.
- Ensure procurement methods and solicitation documents approved are applied consistently and appropriately throughout the procurement cycle.
- Identify opportunities and recommend improvements to enhance the efficiency and effectiveness of procurement processes.
- Post approved RFQs, RFPs, PQRs, RFIs, and RFCs on the Alberta Purchasing Connection (APC) in accordance with approved procurement approaches and timelines.
- Ensure procurement processes support best-value outcomes and that contract awards are completed in accordance with approved recommendations, policies, and delegated authority.
- Support procurement projects in achieving intended outcomes through effective process coordination, risk identification, compliance oversight, and stakeholder engagement.
- Manage the procurement process from initiation to completion for assigned procurement projects, including the creation and amendment of the contract workspace in 1GX.
- Identify potential legal, financial, or procurement risks and ensure they are escalated and addressed through consultation with the Procurement Manager, Director, and Legal Services Division, as appropriate.
- Ensure contract amendments and modifications are processed in accordance with approved scope, value, policies, and delegated authority.
- Inform the Procurement Manager and Director of sensitive, complex, or emerging issues related to procurement of goods and services, and provide analysis or options to support informed decision-making.

Activities:

- Collaborate with the Procurement Manager and Director to assist in developing, drafting, and updating policies, procedures, and tools for the procurement of goods and services. Identify shortfalls and concerns pertaining to procurement policies, systems, processes, and documentation.
- Recommend and develop solutions to support continual enhancement of the procurement program and to meet evolving Ministry business and program needs.
- Provide information and guidance to program area representatives regarding roles, responsibilities, and accountability related to procurement processes.
- Provide guidance and assistance to program areas (including Executive Directors, Directors, Managers and line areas) to support the development and clarification of business requirements prior to tendering or purchasing goods or services, ensuring requirements are clearly defined and procurement-ready.
- Develop project schedules in consultation with program areas to support procurement planning and delivery timelines.
- Review assigned procurement files and solicitation documentation for alignment with the approved method of procurement, applicable trade agreements, and policy requirements. Where issues, risks, or misalignment are identified through review or discussion with the program area, raise concerns and provides advice and options to the Procurement Manager and/or Director for review and decision.
- Ensure potential legal risks are identified and mitigated through consultation with the Procurement

Manager and Legal Services Division, as appropriate.

- Develop and implement the tender process, including preparing solicitation documents and evaluation plans based on approved procurement approach and defined requirements.
- Ensure appropriate approvals are in place prior to tendering, in accordance with the approved procurement approach, financial policies, and delegated authority.
- Support evaluation committees as a procurement facilitator and fairness monitor by overseeing the evaluation process to ensure it is conducted in a fair, open, transparent, and unbiased manner. Provide procedural guidance and approved evaluation tools, document evaluation proceedings, and ensure compliance with approved evaluation criteria. The position does not score or evaluate submissions.
- Prepare the finalized evaluation scoresheet based on evaluator input and obtain the recommendation to award from the program area.
- Where the recommended successful vendor exceeds the approved budget, request and obtain additional approval from the program area and, where required, appropriate management prior to proceeding with contract award.
- Conduct required due diligence checks including Corporate Registry searches, Criminal Record Checks, Workers' Compensation Board (WCB) coverage verification, and review of Certificates of Insurance, and coordinate completion of the contract award in accordance with approvals and delegated authority.
- Prepare contract documentation once the successful vendor is identified, in accordance with approved terms and conditions.
- Oversee the procurement process from initiation to completion, including creating or amending contract workspaces for executed contracts and amendments, ensuring information is entered accurately to support reporting, and obtaining missing information from the program areas as required.
- Review contract amendments for alignment with approved scope, value, and delegated authority, and raise identified risks or requirements for additional approval to the Procurement Manager or Director, as appropriate.
- Ensure all procurement documentation, including approvals, solicitation records, evaluation materials, due diligence documents, and related emails and communications, is accurately retained in the SharePoint project file to support audit, transparency, and compliance with procurement policies and procedures.
- Respond to enquiries from vendors and provide information related to procurement processes, electronic tendering system, and specific procurement opportunities.
- Apprise the Procurement Manager and Director of sensitive, complex, or emerging issues related to the procurement of goods and services.
- Anticipate potential problems or concerns and develop recommendations or options for consideration by management.

2) Ministry representatives are supported through limited ERP (1GX) assistance to ensure accurate procurement processing, contract administration, and compliance with applicable procedures.

Activities:

- Maintain foundational knowledge of the 1GX system, including functions performed by the Purchasing Agent (PS1), to support operational continuity and provide coverage as required.
- Create and amend contract workspaces in 1GX to support executed contracts and amendments,

ensuring accuracy and alignment with approved procurement documentation.

- Assist with 1GX-related tasks or issues as required, including responding to system-related enquiries within the scope of procurement and contract administration responsibilities.
- Maintain accurate records and supporting documentation to support Ministry responses to enquiries from the Office of the Auditor General and other oversight bodies.
- Gather information and run queries to support reporting, audit, and monitoring requirements.
- Participate in the review and testing of 1GX system guides and materials, in collaboration with Supply Chain Management subject-matter experts, where changes impact procurement or contract administration processes.
- Respond to enquiries related to Ministry procurement and contract administration activities within 1GX, including security or process-related questions, as required.

3) Supports the Procurement Unit in achieving the mandate for the Branch.

Responsibilities:

- Ensure the Procurement Unit is kept informed of procurement activity and emerging issues.
- Ensure coordination and integration of functions and activities and promotes collaboration within the Ministry and with service providers relating to the procurement program.
- Promote the use of best practices and identify opportunities for innovative approaches to support procurement requirements of business areas.

Activities:

- Prepare timely and accurate status reports and Gantt charts where necessary for projects and advise the Manager or Director of any sensitive issues or concern that may impact the project or program.
- Prepare briefing materials, analysis, and responses so an informed decision can be achieved. Collaborate with Branch staff to ensure coordination and integration of functions, activities, projects and promote collaboration within the Ministry and with service providers relating to the procurement program.
- Participate in project team meetings for assigned projects and initiatives, providing procurement process guidance, facilitating procurement activities, and supporting decision-making by program areas and management.
- Research new technologies and best practices, promoting adoption of innovative approaches to meet program requirements of business areas.
- Represents the unit and Branch on Ministry and external working groups and committees with diverse mandates and responsibilities.

Problem Solving

Typical problems solved:

- Reviewing assigned procurement files to confirm alignment with the approved procurement approach and raising concerns, risks, or alternative options to the Procurement Manager or Director where the approach no longer appears appropriate.
- Resolving discrepancies or incomplete specifications from program areas by clarifying needs, identifying gaps, and translating them into clear, enforceable solicitation documents.
- Applying and explaining trade agreement requirements, approval authorities, and policy obligations to

support compliant procurement processes and escalating interpretation issues to management or Legal Services as required.

- Addressing vendor challenges or questionable bids through research, clarification, and consultation with Legal Services when interpretation of tender terms is required.
- Identifying and mitigating legal, financial, or procedural risks throughout the procurement cycle, including issues discovered during evaluation or contract finalization.
- Addressing 1GX-related issues within the scope of procurement and contract administration responsibilities, including creating and amending contract workspaces, assisting with system-related tasks as required, and providing operational coverage for Purchasing Agent functions when needed.

Types of guidance available for problem solving:

- **Policies and Regulations:** Government of Alberta procurement legislation, Direct Purchasing Regulation, trade agreements (CFTA, NWPTA, TILMA, WTO GPA), departmental procurement policies, and contract administration guidelines.
- **Templates and Procedures:** Standard RFP/RFQ templates, evaluation models, 1GX procurement workflows, and Ministry-approved processes.
- **Management Guidance:** The Procurement Manager provides direction and decision-making on high-impact, high-risk, or sensitive matters, while routine procurement activities and process execution are carried out independently within approved policies, procedures, and delegated authority.
- **Subject Matter Experts:** Legal Services Division for legal interpretation, Risk Management & Insurance for specialized insurance clauses, and Treasury Board & Finance for financial policy advice.
- **Peer and Cross-Ministry Networks:** Collaboration with other Ministries (Service Alberta, Public Affairs Bureau, etc.) to resolve cross-departmental policy interpretation or procurement issues.

Direct or indirect impacts of decisions:

Direct Impacts

- Procurement processes and contract award activities that influence program delivery, project schedules, and financial commitments.
- Compliance with trade agreements, legislation, and procurement policies, which can impact audit findings and legal defensibility.
- Accuracy of solicitation documents and evaluation documentation, which directly affect fairness, transparency, and vendor competitiveness.
- Quality of data entered into 1GX, influencing reporting accuracy and contract administration.

Indirect Impacts

- Stakeholder confidence in procurement processes, including trust from internal clients, senior leadership, and the vendor community.
- Ministry reputation related to fairness, ethics, and transparency in procurement practices.
- Long-term operational success through contribution to improved templates, processes, and tools that support program areas and enhance procurement effectiveness.

Key Relationships

Major stakeholders and purpose of interactions:

The Procurement Officer has ongoing contact with:

- All levels of Ministry representatives, including executive management, to support procurement activities associated with goods or services required for Ministry programs and operations. This involves facilitating discussions, providing procurement process guidance, and supporting recommendations to enable informed, compliant decision-making.
- Lawyers within the Legal Services Division when clarification is required to questionable bids or interpretation of solicitation or contract documents. The position ensures information provided to Legal Services is accurate and complete to obtain appropriate legal advice and works with the Procurement Manager or Director to apply that advice within approved procurement processes.
- Treasury Board and Alberta Finance, Risk Management and Insurance for advice on developing unique clauses related insurance in contracts related to the procurement of goods associated with ensuring the safety of staff and public, such as body armour, firearms, vehicles, etc.
- Local, national, and international vendor community to support market research, respond to procedural enquiries, and clarify procurement requirements in a fair, open, and transparent manner to inform compliant procurement outcomes.
- Representatives from other Ministries (Service Alberta, Public Affairs Bureau, Transportation and Sustainable Resource Development) to exchange information; resolve issues; respond to requests and enquiries; consult on variety of policies and processes; and ensure that the Ministry's interests are protected.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)			

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

- Demonstrated experience supporting and coordinating end-to-end competitive procurement processes (RFPs, RFQs, PQRs) in a public-sector or regulated environment, within approved procurement approaches and delegated authority.
- Strong knowledge of GoA procurement policies, legislation, and trade agreements (NWPTA, CFTA, CETA, TCA, CPTPP, WTO GPA).
- Ability to translate complex business requirements into clear, accurate, and enforceable solicitation and contract documents.
- Proficiency with procurement and contract administration systems, including 1GX, and strong skills in MS Office applications (Word, Excel, Project) and Adobe Pro.
- Advanced analytical, research, and problem-solving skills to assess procurement options, analyze vendor responses, and identify legal, financial, or procedural risks.
- Strong communication and facilitation skills to guide program areas, support evaluation committees, and manage vendor enquiries.
- Experience providing procurement advice and guidance to senior leaders and supporting compliance with financial, legal, and policy requirements.
- Ability to manage multiple complex procurement projects, set priorities, meet deadlines, and work

effectively with minimal supervision.

- Training in procurement practices, trade agreements, contract law fundamentals, and GoA procurement processes and systems (1GX training required; SCMA or CPPB/CPPO preferred.)
- Strong interpersonal and relationship-building skills to collaborate effectively with clients, vendors, legal counsel, and cross-ministry partners.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<ul style="list-style-type: none"> • Proactively identifies and addresses procurement risks or approval issues to keep procurement activities on track while ensuring compliance with policies and trade agreements. • Ensures procurement and contract documentation is accurate and audit-ready, supporting timely contract execution and effective contract administration.
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<ul style="list-style-type: none"> • Adjusts procurement timelines and priorities in response to changing program needs or approval requirements while maintaining compliance with approved procurement approaches. • Manages multiple procurement files with competing deadlines by reprioritizing work and responding constructively to emerging issues.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and 	<ul style="list-style-type: none"> • Analyzes incomplete or unclear program requirements and works with stakeholders to develop clear, enforceable solicitation documents. • Identifies complex procurement issues (e.g., trade agreement or bid irregularities) and

		encourages debate and idea generation to solve problems while addressing risks	develops options or recommendations for management consideration.
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<ul style="list-style-type: none"> • Builds effective working relationships with program areas, Legal Services, and RMI to support coordinated and compliant procurement outcomes. • Collaborates with procurement colleagues across Ministries to share information, clarify policy interpretation, and support consistent procurement practices.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Senior Investigator

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____	_____	_____
Employee Name	Date yyyy-mm-dd	Employee Signature
_____	_____	_____
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
_____	_____	_____
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
_____	_____	_____
ADM Name	Date yyyy-mm-dd	ADM Signature